



Pend Oreille County Public Utility District
An Equal Opportunity Employer

Power Production Manager

Department/Location:	Production/Box Canyon Dam	FLSA Status:	Exempt
Reports To:	Assistant General Manager	Grade:	13
Supervises:	Supply Operator, Supervisory Power Plant Foreman	Revision Date:	10/15/2019

Job Description

Manage the operations and maintenance functions and capital improvements of all power production and associated facilities owned and/or operated by the District. These duties are to be performed in such a manner as to reflect favorably on the District and to ensure high quality service to its customers by satisfactory accomplishment of the responsibilities and authorities assigned.

Essential Functions:

- Manage the Production Department to ensure all regulatory and safety requirements are adhered to in the operation and maintenance of the Districts Production facilities.
- Identify and communicate power system emergencies.
- Maintain records of hydroelectric facility operations, maintenance, or repairs.
- Perform or direct preventive or corrective containment or cleanup to protect the environment.
- Monitor or inspect hydroelectric equipment, such as hydro-turbines, generators, or control systems.
- Inspect hydroelectric facilities, including switchyards, control houses, or relay houses, for normal operation or adherence to safety standards.
- Supervise or monitor hydroelectric facility operations to ensure that generation or mechanical equipment conform to applicable regulations or standards.
- Provide leadership and guidance to Production Department employees and ensure adequate training and supervision is maintained.
- Coordinate with other District Management Personnel to promote good communication and coordination among District Departments.
- Manage Production facility personnel in the safe, reliable, and efficient operation and maintenance of Production facilities.
- Assist in the development and implementation of plans, programs, and budgets required for the operation and maintenance of generation facilities.
- Manage and direct professional and technical activities to support contract administration and reporting, as assigned.
- Oversee the maintenance and updates of guidelines, standards, procedures, specifications, records, policies and documentation for all Production Department facilities.
- Investigate Production equipment and system problems, develop and implement corrective actions, and generate written reports as required or assigned.
- Develop qualification standards for Production Department personnel. Implement appropriate apprenticeship and training programs to ensure that all Production Department employees are adequately trained, and plan/provide for the availability of replacement staffing as required.



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- Occasionally must work with or around District customers. Must provide a highly professional level of prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the management of the District. Employee shall abide by all District policies and work rules.

Other Duties:

- Must work directly or indirectly with District customers on a regular, ongoing basis. Must provide a high level of professional, prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the District and to ensure high quality service to District customers.
- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.

Education, Experience, & Training Required:

- Bachelor's Degree in Engineering or related field.
- A Professional Engineering (P.E.) license is highly desirable.
- A minimum of 10 years of progressively more responsible experience in related settings (including management) is required.

Knowledge/Skills Requirements:

- Must demonstrate an ability to work within a complex organization with sensitivity to organizational dynamics; deal with complex legal/jurisdictional issues and contracts, along with responsibilities associated with day-to-day management within an organization.
- Must demonstrate a results oriented management ability including the skills to implement management direction and achieve results with minimal policy direction.
- Demonstrated knowledge of generation operations and maintenance practices within the utility industry.
- Demonstrated knowledge of FERC, NERC, and WECC compliance requirements as related to power generation and dam safety.
- Ability to communicate effectively with District management, customers and other utilities.
- Ability to plan, organize, and make prompt decisions. Must be able to maintain good public relations, demonstrate initiative, and show good problem-solving ability and judgment.
- Ability to operate or to be trained in the operation of utility computer systems as required by the District.
- Must possess a positive approach to dealing with issues, utility personnel, and the public. Must demonstrate a strong management oriented background, including the ability to work closely with upper management and policy makers.



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Other requirements if box is checked

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement

Physical Requirements

- Most working time is sedentary in nature, or standing/walking primarily in a controlled office environment. Occasional trips to other District work sites and other locations for project work, meetings, training, etc.
- Occasionally works in proximity to high voltages and currents.
- Occasional outside work exposes employee to weather elements, including climate extremes (temperature, precipitation, wind, etc.).
- Work may be subject to equipment and machinery noises.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequently handle material of moderate weight, up to 15 pound.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Outside the office, employee will be required to wear Personal Protective Equipment (PPE) such as hard hats, insulated gloves, earplugs and respirators according to the requirements of the environment or the particular task.